

APPENDIX E-401 P

MONTHLY SUMMARY OF DELINQUENT DUES-IN REPORT

1. PURPOSE

This appendix is applicable to chapter 3 and provides instructions for the review and evaluation required upon output of the Monthly Summary of Delinquent Dues-In Report. Each month the Due-In File is mechanically reviewed to identify and report the total number of Due-In records; the total number of delinquent Due-In records; dollar value for both the late Due-In records and total Due-In records; and the number which are delinquent 1-30 days, 31-60 days, and more than 60 days based on the EDD. From this mechanical review the Monthly Summary of Delinquent Dues-In Report is prepared in the format of appendix F-185.

2. APPENDICES USED IN THIS PROCESS

Appendix F-185, Monthly Summary of Delinquent Dues-In Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

Analysts within the Plans and Programs Branch of the MSO, DSO are responsible for the actions described in this procedure.

4. PROCEDURES/INSTRUCTIONS

This report provides a summary of Due-In records from procurement sources (PR and PO/Contract Stage), redistribution orders, and customer sales returns which are overdue and materiel has not been reported as intransit or received. Management personnel will review and analyze this listing to determine unsatisfactory trends and/or potential problem areas and followup with specific individuals, when required, to correct the inadequacies uncovered by this review.

5. FLOWCHART

Flowchart not required.